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AGENDA

Standing Committee on Policy¹ • Board of Library Trustees • Batavia Public Library District

Special Meeting

Tuesday • 5 November 2019 • 6:30 p.m.

Elizabeth L. Hall Conference Room • Batavia Public Library • 10 South Batavia Avenue • Batavia

1. **Call to Order**
2. **Call the Roll**
3. **Approve the Agenda**
4. **Approve the Minutes:** Standing Committee on Services, Tuesday, 1 October 2019
5. **Café Lease** (Chapters Coffeehouse & Café) (ACTION ITEM)
6. **Policy on Payment Card Industry (PCI) Compliance** (ACTION ITEM)
7. **Payroll Services** (ACTION ITEM)
8. **Library Director's Goals for 2019–2020** (DISCUSSION and/or ACTION ITEM)
9. **Future Agenda Items** (REPORT)
 - Minimum Wage Law: Transition Plan for Year 2 (January 2020)
 - Bylaws of the Board of Library Trustees
 - Policy on Reimbursement of Employee Expenses (pursuant to 820 ILCS 115 / 9.5)
 - Policy on Leave of Absence without Pay
 - Policy on a Safe and Healthful Workplace
 - Review Cycle for Library Policies: Strategic Plan (2017–2018): Objective / Project 4
10. **Comments from the Committee**
11. **Next Meetings or Events**
 - a. *Veterans Day, Monday, 11 November 2019, Library Open [F]*
 - b. *Board of Library Trustees (Regular Meeting), Tuesday, 19 November 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
 - c. *Thanksgiving Eve, Wednesday, 27 November 2019, Library Closed*

¹Formerly the Standing Committee on Services

STATEMENT OF MISSION: The mission of the Batavia Public Library is to provide and ensure access to materials and services to meet the lifelong learning needs of residents and organizations, as well as to create a welcoming place to gather, exchange ideas, and participate in cultural events.

STANDING COMMITTEE ON POLICY: The focuses of the Policy Committee are human resources, related policies and services, strategic planning, and general policies

- d. *Thanksgiving (4th Thursday in November), Thursday, 28 November 2019, Library Closed [F]*
- e. *Day after Thanksgiving, Friday, 29 November 2019, Library Open*
- f. ***Standing Committee on Services, Tuesday, 3 December 2019, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***
- g. *Board of Library Trustees (Regular Meeting), Tuesday, 17 December 2019, 7:00 p.m., Elizabeth L. Hall Conference Room*
- h. *Christmas Eve, Tuesday, 24 December 2019, Library Closed*
- i. *Christmas, Wednesday, 25 December 2019, Library Closed [F]*
- j. *New Year's Eve, Tue, 31 December 2019, Library Closed at 12:00 noon*
- k. *New Year's Day, Wednesday, 1 January 2020, Library Closed [F]*
- l. ***Standing Committee on Services, Tuesday, 7 January 2020, 6:30 PM, Elizabeth L. Hall Conference Room, Batavia Public Library***

12. **Adjournment**

